



**United States Bankruptcy Court**  
**District of Delaware**  
824 Market Street  
Wilmington, DE 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

## **CAREER OPPORTUNITY**

Vacancy Announcement #18-03

**Position:** **Administrative Services Assistant**

**Position Type:** **Full-Time Permanent**

**Number of Positions:** **One**

**Salary Range:** CL 24 (\$39,574-\$64,317)\*  
*\*depending upon experience and qualifications*

**Duty Location:** 824 Market Street, Wilmington, DE 19801

**Opening Date:** January 22, 2018

**Closing Date:** February 9, 2018

### **Position Overview:**

The Administrative Services Assistant provides administrative, technical, and secretarial assistance to the court unit executive, finance, procurement, property management and human resources. The incumbent performs administrative duties such as filing, copying, distributing mail, inputting data, taking minutes, customer service (answering and handling phone calls and greeting visitors) and creating, formatting and assembling reports.

### **Representative Duties and Responsibilities:**

- Perform office reception duties, including answering telephones and greeting in-person visitors. Answer routine questions and direct callers or visitors to appropriate department or person.
- Prepare form letters, reports, notices, charts and other correspondence from templates and notes. Proofread and edit documents for the court unit executive's signature for accuracy, proper grammar, and spelling. Maintain correspondence files and document control records.

- Assist with coordinating conferences, meetings and other court-related events. Assist in the preparation of the agenda; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Maintain office reference materials, such as administrative manuals, minutes, etc.
- Assist with the administrative and technical work related to the day to day building management issues. Provides administrative support to the Procurement Specialist and Disposal officer as needed.
- Maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports; gather data for management review and draft reports based on statistical data. Generate standard reports from databases.
- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund. Perform basic accounts payable and accounts receivable duties.
- Act as a back up to the financial specialist. Assist with balancing and reconciling financial records. Process financial transactions using applicable automated financial tracking systems.
- Provide assistance in human resources by processing personnel-related forms and paperwork and similar activities. Assist with coordination and delivery of training and orientation.

### **MINIMUM QUALIFICATIONS:**

A minimum of two years of progressively responsible clerical or administrative experience that provided knowledge and skills needed to perform the duties of the position.

Ability to follow detailed instructions and multitask.

Excellent communication (written and verbal) skills.

Skill in organizing own work and prioritize as required.

Skill in administrative matters such as file maintenance, recordkeeping, reporting and preparation of presentation material.

Skill in planning, organizing, and handling logistical arrangements for meetings, conferences and events.

Ability to exercise good judgement and the ability to act with diplomacy and maintain strict confidentiality.

Proficiency in databases, spreadsheets, word processing, preparation of presentations materials and basic accounting.

## **COURT PREFERRED QUALIFICATIONS:**

A Bachelor's Degree in Business Administration, Business Management, Business Communication or related field from an accredited institution.

Advanced proficiency in Microsoft Office Suite – Word, Excel and PowerPoint.

Prior experience in a court or legal setting.

## **Conditions of Employment:**

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

Applicants must be a U.S. citizen, or meet requirements under current law.

Expenses associated with the interviews or relocations will be not reimbursed.

## **Benefits**

Employees are entitled to federal benefits such as a defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; 10 paid federal holidays per year; choice from an array of insurance plans including health, life, dental, vision, long term disability, and flexible spending accounts.

## **Application Procedure:**

Qualified candidates may apply by sending a single pdf file containing a cover letter that includes the vacancy announcement number, a resume detailing qualifications and experience and a completed Application for Judicial Branch Federal Employment (Form AO78) to [deb\\_jobs@deb.uscourts.gov](mailto:deb_jobs@deb.uscourts.gov)

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

To be considered, all applications must be received by 5:00 pm on the stated closing date.

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered. Incomplete applications will not be considered.

### **The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.